

BUDGET ANALYST II EXAMINATION

Your application and this examination will be used to evaluate your qualifications. Please make sure you fully address each job criteria listed below. Your experience and training may be paid or unpaid, full-time or part-time and gained in any setting, such as previous employment, schooling, or personal time. You must pass this examination to be considered further. If your answers are misleading, your application may be rejected, or you may be dismissed if you are hired.

Please answer these questions on separate paper. For each question, include when and where you got your experience/training.

1. BUDGET PREPARATION, REVIEW, EXECUTION, AND CONTROL

Describe two of your most significant assignments or duties in budget preparation, review, execution, and control. For each assignment, include your position at the time, specific duties, level of responsibility and approximate dates. Indicate whether these duties were performed in a government setting or the private sector.

2. FINANCIAL ANALYSIS

Describe two of your most significant assignments or duties in financial analysis. For each assignment, include your position at the time, specific duties, level of responsibility and approximate dates. Indicate whether these duties were performed in a government setting or the private sector.

3. AUTOMATED FINANCIAL SYSTEMS

Describe two examples of your experience using microcomputers for financial applications, spreadsheets, and statistical applications, including when and where this experience was obtained and the type of software used.

4. WRITTEN COMMUNICATION

Describe two examples of your experience writing business correspondence, narrative/technical reports, policies, procedures, and/or other related writing experience.

5. EFFECTIVE WORKING RELATIONSHIPS

This position involves working with a variety of groups and individuals, including executives, managers, staff and subordinates. Describe two examples of your experience working with various kinds of people or groups at different levels. Include in your examples your ability to develop and maintain successful professional working relationships. (Examples should address conflict situations and/or resolution of client problems or complaints.)

6. EDUCATION/TRAINING

The accounting-related experience/education/training you list on the college's general application will be rated as part of this examination. Attach more paper if you need more space to describe your background in these areas. Also list accounting related courses taken, and credits earned (tell if they are semester or quarter credits).